

REPORT TO THE COUNTY EXECUTIVE FOURTH QUARTER, 2007

ADMINISTRATIVE SERVICES

The Administrative Services Department submits the following report for the 4th quarter of 2007:

- Participated in the interview and selection of the Region 3 Homeland Security Tactical Interoperable Communications (TIC) Planner.
- Finalized the recommendation of the copiers, document imaging system, and software vendor selection.
- Assisted with the 150th art panel auction held at the Delta Planetarium.
- Reviewed each department's 2007 budget and continued to work on the 2008 budget planning process.
- Attended training at the MSU lab for the new scanning and filing system (CherryLan).
- Met with various Township supervisors regarding the update of the Bay County Recreation Plan.
- Conducted interviews for the Civic Arena Operations Manager and the new Recreation & Clubhouse Supervisor.
- Attended and participated in the Exercise Planning Workshop coordinated by the Emergency Management Coordinator.
- Honored former Commissioner Eugene Haranda with the dedication of the main Pinconning Park road as "Gene Haranda Drive".
- Held a special Region 3 Homeland Security Planning Board meeting to prioritize the items needed to purchase with the Homeland Security Grant.
- Attended a NIMS ICS 300 course 2 day training at the DoubleTree Hotel.
- Met with Bay City Public School staff to discuss ideas for the upcoming Summer Recreation Program.
- Met with the FIST committee to discuss the next steps in implementation of new software system.

- Attended developmental meetings regarding the placement of delinquent tax information on the county web site; Health Receivables SAMSA financial report meetings; Bay 3TV partnership meetings; PreCovery Planning Meetings; Hazardous Mitigation update meetings; Local Planning Team meetings; Incident Management Team meetings; Homeland Security Grant meetings; Civic Arena staff meetings and Administrative Services Staff meetings.

Buildings & Grounds

- Installed Ceramic Floor Tiles in the 4th Floor Commissioner's Restroom.
- Refinished tables and chairs in Juvenile Court Room.
- Built Shelves, 20 linear ft./6 ft. high, for Commissioner's Storage Room on ground floor.
- Opened County Building in October for Tour of Homes conducted by Bay County Historical Society.
- Overhauled and re-built compressor at Civic Arena.
- Changed out two 125 horse power motors at Civic Arena within two days of each other.
- Installed receptacle and wiring for overhead projector and surround sound speaker system in MSU Conference Room.
- Conducted phone mail training MSU Conference Room.
- Conducted interviews for Civic Arena Operations Manager. We welcome Jack Mitten as our new employee filling this position.
- Participated in interviews for Golf Course Recreations Manager.
- Annual Testing of Fire Alarm Systems done at LEC, Health Department, Court Facilities, Community Center, County Building,
- Set up barricades and signs for Health Department & Court Facility parking lot renovation. Removed old lamp posts and monitored construction for 3 weeks. The final wearing course will be applied in the Spring.
- Painted in Circuit Court Administration.
- Re-stenciled "reserved parking" spaces East Lot of Court Facility.

- Re-striped parking lots: Civic Arena, County Building, LEC (partial), Pere Marquette.
- Ongoing renovation of Health Department/Family Planning – removed and replaced ceiling tiles, repainted all 5 rooms, and installed baseboards.
- Painted three offices and waiting area in Family Planning.
- Installed chair rail and cabinets in Family Planning in Health Department.
- Ordered two new boilers for Health Department that we will install in the Spring of 2008.
- Ordered 10,000 ft. of video cable—1,000 ft. of Cat 6 for moving DVR's to new location within the jail and will install in January.
- Installed temporary fence around Pinconning Park Water Treatment Plant Demolition after we rented 75,000 lb. Hydro with claw and Jack Hammer to demo. the structure. Within 2 weeks both structures were totally down. We were \$8.00 shy of \$10,000 revenues in scrap steel that we pulled from the building. We also pumped 4 yards of concrete into the pipe that leads into the bay to seal it off. The site will be fine graded and seeded in the Spring.
- Took the command trailer to Dolney's for new inverter.
- All trucks had plows put on and the salt spreader was placed on the one-ton.
- Blew in insulation for Fairgrounds Rental House.
- Rebuilt Christmas Star, ran new circuit, painted and installed on roof of Community Center.
- Installed Cove Base on 3rd floor for MSU.
- Closed and winterized the Golf Course for the season.
- Installed water heater at Golf Course.
- Brought the Hydro and a dozer with root rake from the Pinconning Demo project to the Golf course to clean up a 1,000' x 30' berm.
- Relocated numerous FAX and data lines for new copiers in County facilities.

Civic Arena

- The Annual Hockey Freeze Tournament.
- In the process of renewing all current sponsors and formulating a plan to increase sponsorship to bring additional revenue to the Arena.
- Looking into costs of a dry floor surface and new activities for the Arena.
- Reviewing the feasibility study done on the Civic Arena.
- Continue to look at ways of maximizing revenues at the facility.

Golf Course

- 2007 had a profitable year in comparison to 2006 with a 2% total revenue increase.
- Ran a holiday sale for the clubhouse before Christmas.
- Looking into new sign and tee signs for 2008.
- Working on a package for advertising space on the tee signs at the Golf Course.
- 2008 membership drive, along with season passes and season cart passes.

Recreation

- In the process of working with The Spicer Group to update the 5 year recreation plan that will be expiring in February 2008. There has been a great turnout of support from local townships and cities joining us on the update.

Regional Homeland Security

- The FY06 State Homeland Security Grant has gone regional in this grant cycle. Bay County is acting as the fiduciary in Region 3. The grant is \$2,177,982 SHSGP, \$1,557,412 LETPP, \$15,000 RRTN and \$49,480 Heightened State of Alert for a total of \$3,799,874. Bay County, as fiduciary, is eligible for 3% of the grant in reimbursable expenses.
- The Region 3 Homeland Security Planning Board(R3HSPSB) that is meeting on a monthly basis. The main goal of the 4th quarter was to list the projects that the R3HSPB felt met the grant requirements of regionalization and prioritize them according to the Region 3 Strategic Plan. We are in the purchasing process of projects for communications, First Responder Safety and Critical Infrastructure Protection.
- Reimbursements have been submitted for the 4th qtr 2006, the 1st qtr 2007, the 2nd qtr 2007 and the 3rd qtr 2007 for SHSP, LETPP and the CCP allocations from

the grant. The 4th qtr 2007 reimbursement is in process.

ISD

Departmental Projects/Technical Projects

- The entire fleet of Personal Computers that are on the County network have been installed and the current operating environment for all PC's and laptops is Windows XP. With this accomplishment, we are in a very secure position with regards to viruses and other intrusions from outside the of the County network. In addition, the number of Help Desk calls with regards to individual machines will be reduced.
- We have selected a Help Desk software product entitled Track IT. Through the process of reviewing a number of potential vendors to procure this software, Track IT became our choice with regards to functionality as well as a cost factor. The software is currently operational with the first quarter of 2008 rolling the software out to the end-users so that they will be able to open and inquire on all Help Desk tickets assigned to their area.
- The selection of the Financial software has been selected and the choice of the vendor was MUNIS. The contract and other necessary procedures were completed by the end of the 2007 calendar year and the application software is currently being stored in the safe on the 8th floor until we have a project team meeting to discuss the time lines for the install and implementation schedule.
- With the purchase of the MUNIS software product, the County's main server architecture needs to be updated under the Microsoft Server 2003 environment. Research and selection of possible solutions have been identified and the process of procuring the necessary hardware and operating system software will begin in earnest at the beginning of the first quarter, 2008. A detail plan is currently under review.
- The imaging software to replace Docushare has been purchased and installed. The conversion of the current documents previously stored on Docushare has been completed and the processes necessary to scan and begin utilizing the software is in place. The software selected and installed is a product entitled FILER from Cherry LAN Systems. Training material and other implementation issues are being addressed and resolved.
- The replacement of all XEROX copy machines have been replaced with RICOH machine copiers from the distribution vendor company named IKON Machines located in Flint, Michigan. The rollout was very efficient and all XEROX copiers have been returned to XEROX and training of the copiers were provided by IKON personnel. A follow up to training will take place in the first quarter of 2008 for individuals that desire additional training and /or enhancements that they are requesting to the procedural issues with the copy equipment.

- Numerous year-end activities with regards to in-house software applications have been completed and minor changes to a number of programs have been applied based on the requirements of the appropriate departments.
- The New World software for 9-1-1 and the Sheriff's office has been applied and installed in the month of December. The software was upgraded from the release level of 6.0.4 to the latest release level of software available from New World of 8.0.4. In addition, a true redundancy is in place for both the CAD redundancy functionality as well as the records management software for the Sheriff office. The process has been tested a number of times and the switch over between the main iSeries platform to the secondary platform has been exercised and procedures are being developed to have a monthly testing of this functionality. This undertaking was a very major accomplishment for all of those areas involved and the final outcome(s) a tremendous success.
- Assisting and implementing the Mobile Data Terminals that will reside in all of the Sheriff's patrol cars that will have access to the LEIN system as well as other functionality that will be available via a wireless solution. The hardware has been ordered and the rollout to all mobiles units will take place in the first quarter of 2008.
- All Health department requests are completed with the exception of a scheduling package and other issues that a proposed off the shelf software will resolve in the coming months. We must make a decision moving forward with the possibility of purchasing the required software to assist the Health department in their day to day activities.
- Attending preliminary meetings with the Saginaw County Sheriff department reviewing the possibility of utilizing their current software that houses their Jail Management system. This endeavor may lead to the possibility of having intercommunication beyond Bay County which, from a law enforcement perspective is a positive approach to assist in their day to day activities. More to follow in the year 2008.
- Numerous health department modifications were completed due to the third parties requirements for claims and other procedural issues. A complete detailed list is available, if requested in the ISD department.
- An upgraded camera system utilized by the courts has been researched and the necessary equipment has been ordered with a deployment of this new system in the first quarter of 2008.
- Creating a new process to begin billing interest & late fees on delinquent account receivable invoices. In process is a one time process to generate late

fees/interest invoices for outstanding invoices as of 12/31/07. Once this process is completed & December 2007 month-end is run, the process will then be submitted every day & automatically generate the invoices for interest & late fees which will generate additional revenue for the County.

FINANCE

Payroll

- Processed grant closing journal entries.
- Worked on program problem with ISD re: 3rd quarter reports.
- Processed Correctional Facility Officers' 2006 retroactive pay.

Health/Life Insurance

- Health Insurance open enrollment was conducted for all active employees from November 30th through December 7th and for retirees from December 4th through December 17th.
- Met with PEBS & Blue Cross representatives re: 2008 Blue Cross renewal.
- Medicare Part D: Submitted on-line registration for Medicare Part D subsidy; Mailed "creditable coverage" notices to retirees; Distributed "creditable coverage" notices to active employees.
- Submitted employee/retiree census to Hartford.
- Sue Gansser attended meeting at Bay City Hall re: Prescription Benefit Managers.

Flexible Spending Plan

- Open enrollment for the flexible spending plan was conducted from November 5th through November 20th.

401K

- Processed 1 loan application.

Retirement/VEBA

- Danean Wright worked with Cindy Luczak and Patty Shorkey to prepare for Trustee representative of the Bay Medical Care Facility group. Naomi Samyn was the only candidate to file, therefore, proceeding with the election was not necessary.
- Distributed December 31, 2006 Summary Annual Reports on Retirement System to employees of all member groups and retirees.

- Received 12/31/2006 VEBA actuarial valuation. Report from actuaries was given at special meeting held on November 20th.

Self-Insurance

- Prepared information for and met with Citizens Management re: workers' compensation payroll audit.
- Processed retroactive journal entry for self-insurance rates as result of 12/31/2006 actuarial valuation.

General Administration

- Penny Weiler and Sue Gansser participated in Health Risk Assessment.
- Continued review with subsequent recommendation regarding purchase of financial software.

Budget

- Preparation of the 2008 Adopted Budget was an important focus of the Budget Department in the 4th quarter of 2007, especially during the months of November and December.
- During the months of October, November and December, those activities and funds dealing with grants having a fiscal year ending September 30 were closed out by accruing accounts payable, receipts and payroll in the same manner as that used to close out County financials in December.
- Some special projects have been completed during this quarter: preparation of the 2007-08 Health Department CPBC Budget for the State of Michigan as well as preparing 3 and 5 year General Fund budget forecasts.
- Attended meetings of the FIST committee with final vendor recommendation.

Accounting

- Development of accounting for Homeland Security Regional Grant.
- Completion/submission of Marine Patrol Grant Application for 2008.
- Continued review of Financial Software Packages.
- Attended GAAP Annual Update in Lansing in November.
- Attended meetings of the FIST committee with final vendor recommendation.
- Reconcile the Inmate Trust Fund Due to Inmate account in conjunction w/ the

Treasurer's Office.

Purchasing

Bids Awarded:

- Medical Director
- Financial and Human Resources Software
- Tactical Interoperable Communications Planner
- Public Guardian Audit
- Legal Services Provider

Other Items:

- Continuing F.I.S.T committee meetings, vendor selection made
- Participated in meetings of the Imaging Committee
- Participated in meetings concerning the purchase of Mobile Data Terminals and the installation of same for the Sheriff's Department
- Met with AT&T to discuss consolidated billing
- Met with Waste Management to discuss consolidated billing and recycling options
- Met with Homeland Security Region 3 to discuss the purchase of generators
- Met with Pat Bostick, Mike Regulski and Mike Gray to review travel requests for the Homeland board members and committee members
- Handled various phone related issues with AT&T

HEALTH DEPARTMENT

Administration

- The Health Department continues to work with the Building and Grounds Department on the final phase of the physical restructuring. Remodeling of the Family Planning Clinic is currently underway. Remaining projects include: remodeling of the public and employee restrooms, painting of the Laboratory, installation of new cabinetry, countertops and work stations in the Health Screening Clinic, and painting of the MIHP clerk's office.
- The Management Team continues to meet with clerical staff regarding the development of the office procedure manual for all programs and clinic operations. This is part of the on-going Design Team process in the Health Department. In addition, the Health Department's policy manual is being revised so it can be placed on the Intranet.
- The Health Department has continued to implement the yearly programming calendar with Bay 3 TV. During third quarter, staff taped the following segments:

November

Children Special Care Services: "Informative Segment"

- The Health Department purchased the Teletask software call reminder system. This system has been installed and has been successfully tested by the Emergency Management Coordinator and the Public Health Services Manager. The system will be used to call WIC and Immunization clients and remind them of clinic appointments. An important feature of this system is its ability to implement a number of call-down functions in an emergency. This will enable both the Health Department and other County departments to implement their emergency call-down lists when necessary. The Health Department will be implementing the system in January, 2008.
- The Health Director began meeting in early October with the Health Officers from Midland and Saginaw County, and Dow Chemical officials regarding the development of a regional wellness initiative. This is part of the overall Mid-Michigan Regional Management System (M2 RMS) collaborative effort. Meetings have continued throughout fourth quarter, and further discussions are planned. The goal of the collaboration is to enhance our community's health through education, policy change and improved access to healthy foods, activities and information.
- Dr. Howard Hurt, the Health Department's Medical Director, has submitted his plan to retire. Dr. Hurt has been the Health Department's Medical Director since 1993. He also serves as the Bay County Medical Examiner, and plans to continue in this capacity. A Request for Qualifications was advertised, and negotiations with an Independent Contractor are underway.

Meetings/Trainings attended by Health Director:

- Monthly Health Department Meetings
- Bi-Monthly Health Department Management Team Meetings
- Monthly Department Head Meetings
- Monthly Michigan Association of Local Public Health Board Meetings
- State-Local Public Health Preparedness Meetings
- Monthly Human Services Collaborative Council Meetings
- Saginaw Bay Coastal Initiative Science Subcommittee Teleconference
- Saginaw Bay Coastal Initiative Meeting
- Design Team Meetings at Division on Aging and Health Department
- Incident Command 300 Training
- Nathan Weidner Child Advocacy Board Meeting
- Bay Health Plan Board Meeting
- All Hands Meeting of the M2 RMS
- Organized and participated in the Public Health Leadership Symposium for Public Health professionals
- 2007 Michigan Premier Public Health Conference
- 2007 Great Lakes Beach Association Meeting and the State of the Lakes in Michigan Conference

- Ann Gasta, Mid-Michigan Wellness Foundation, to discuss ways to address health and wellness issues in Bay County
- Governance Sub-Committee Meeting of the Region 3 Homeland Security Planning Board (R3HSPB)
- All-Hazards Public Warning System Meeting
- Participated in the Bay County employee pilot Health Risk Assessment
- Presented at a Community Methicillin Resistant Staphylococcus Aureas (MRSA) Education session, which was attended by Bay Regional Medical Center (BRMC) Infection Control staff, Bay County Public and Parochial Schools, the general public, and the Regional Epidemiologist from the Michigan Department of Community Health (MDCH)
- Met with a representative of the Michigan State University (MSU) School of Human Medicine, the MDCH Medical Executive, Health Officers from DHD #4 and Midland County, and the Medical Director from Midland County Health Department to discuss issues and challenges relating to the recruitment of Public Health Medical Directors
- Kawkawlin River E.coli Issues Meeting hosted by the Bay County Drain Commissioner
- Bay County Incident Management Team Meeting

Children's Special Health Care Services (CSHCS)

- Marilyn Laurus, R.N., Laura Weiler, R.N., and Judy McGee attended the Michigan Department of Community Health WebBreeze meeting for Children's Special Health Care Services on November 28, 2007.

CSHCS Care Coordination & Case Management Update

- For the fiscal year which ended 9-30-07, 82 clients participated in a nursing plan of care and 10 families received case management services

Communicable Disease

Number of reports received	58
Number of confirmed:	15
Number of animal bite reports:	28
Number of chicken pox reports:	6

Division On Aging (DOA)

- An Acrylic Art Class was held October 1 with 23 people attending.
- Division on Aging, in cooperation with the Community Center, provided a place for the Centers for Medicare and Medicaid to host their Information Fair, featuring the Medicare Bus. Publicity and recruitment of vendors was completed by Region VII Area Agency on Aging.
- A new exercise class called "Fitness for Life," which combines low-impact aerobics and lunch, was started in October, with attendance ranging from 12 to

15 participants each session.

- Three sessions of the Osteoporosis Strength Exercise Class were held, with 23 individuals registered for Fall classes.
- Division on Aging sponsored a Country Barbeque at State Park on October 9, with 164 individuals attending.
- On November 7, an informational session was held at Riverside Friendship Center on the upcoming open enrollment period for the Medicare Part D prescription drug program. Approximately 25 seniors attended.
- Division on Aging finalized plans for a new brochure and a new poster, and these materials arrived in November. Arrangements for information and an advertisement in the new "Senior Preferences" magazine were finalized in November, and the free resource magazines were received in December. Plans are under way for distribution to local agencies, businesses, and churches in January.
- The final layout of the new reception and waiting area was approved by the Fire Marshall, and the purchase order was approved for work to be completed in early 2008.
- An agency-wide In-Service Training was held on November 2 with a variety of topics and speakers. A total of 84 staff members were in attendance.
- An acrylic painting class was held on November 5 with 16 individuals attending, and a watercolor painting class was held on November 13 with 8 individuals in attendance.
- A bus outing to Northwoods Wholesale Outlet was held on November 16 with 24 seniors attending.
- A holiday dinner dance was held on November 29 with 150 seniors attending.
- A painting class was held on December 3 with 20 people attending.
- A bracelet class was held on December 7 with eight people in attendance.
- Medicare Part D help sessions began November 28 and continued through December 26. A total of 81 seniors were assisted by staff or volunteers stationed at the clinics held at Riverside Friendship Center. Information was included in the October, November, and December issues of the Wonderful Times newsletter.

- A dinner theater program to see A Tuna Christmas was held on December 14, in cooperation with the State Theatre. Attending this event were 90 seniors.
- In February 2008, under the auspices of the VITA Volunteer Income Tax Assistance program, the new location for the senior tax clinics will be FinancialEdge Community Credit Union. Information will be included in the January and February issues of the Wonderful Times newsletter, new flyers will be developed, and informational programs were provided at the December Human Services Committee meeting and also will be provided through a TV-3 program to be taped January 14.
- Information on locations and procedures for obtaining a flu shot through the Health Department were included in the October, November, and December issues of the Wonderful Times newsletter.
- All draft revisions to the Dining Center agreements have been forwarded to Corporation Counsel, and visits were made in December to the three Centers (Bangor, Hampton, and Pinconning) where schedule changes will occur.
- Division on Aging Case Managers have completed approximately twelve applications for assistance under the special programs sponsored by Region VII Area Agency on Aging. Additional resources were budgeted to address labor costs related to making these physical improvements for seniors.

Early Periodic Screening & Development Testing (EPSDT)

Lead tests performed: 69
Families followed by nurse: 7

Health Screening (Through December 20, 2007)

Clients tested for STD: 110
Clients tested for HIV: 68

Hearing & Vision Program

Vision Screening

School aged children screened: 6117
Passed/ referred/ seen by an eye Dr: 4981/ 495/ 200

Preschool aged screened: 25
Passed/ referred/ seen by an eye Dr: 23/ 2/2

Total children screened: 6541
Total number passed/ referred: 5317/ 528/ 222

Hearing Screening

Preschool aged children screened: 26

Emergency Management & Preparedness

Meetings/Trainings Attended/Hosted by the Emergency Preparedness Staff:

October

Emergency Management Coordinator Specific Activities:

- Attended Regional Resource Inventory Committee
- Attended Regional Board Meeting
- Noon Optimist Presentation
- Attended BTN/HRSA meeting
- Attended Regional planning Committee Meeting
- Conducted MCIR Drill for ICT drill
- Attended LPT Meeting
- Initial Planning Meeting for IMT Table Top Exercise
- Conducted First Vets Park Siren System Test
- Attended MEMA Summit
- Attended Mobile Vaccination Drill meeting
- Developed Handbook and Exercise Evaluations Guides for Mobile Vaccination Drill
- Conducted Mobile Vaccination Drill
- Attended ROHM phone Training
- Developed and Submitted Homeland Security Grant Program (HSGP) proposals to the LPT
- Attended GIS training
- Presented MEMAC to the Auburn Williams Fire Board
- Continued to organize Emergency Services Storage Facility
- Attended District III Volunteers Appreciation Dinner
- Attended All Hazard Public Warning System Meeting
- District III Radio Test
- Coordinated Fire TRAX equipment and software updated
- Finished installation of Command Trailer Radios, and printer.
- Promoted 300 NIMS Course
- Developed Vets Park Siren System Webpage

Health Educator Specific Activities:

- Avian Influenza Workshop in Livonia, MI
- Staff training from Tri-County Asthma Coalition
- Mobile Vaccination Drill training on VHF radios and Exercise Evaluation Goals Overview
- Worksite Wellness Meeting
- Safe Routes to School Planning Meeting
- Worksite Wellness Meeting
- Immunization Coalition Meeting
- Mobile Vaccination Drill / Immunization Clinic @ Delta College

November

Emergency Management Coordinator Specific Activities:

- District III Radio Test
- Attended District Coordinators Meeting
- Mobile Dispensing Site Drill, after action report and other state paperwork
- Attended Region III Board Meeting
- Attended Region III EPW
- Meeting With Gohm Insurance Restoration regarding MOU
- Met with Bay City Public Works regarding NIMS resource typing
- Attended BTN/HRSA Meeting
- Attended 911 Tech Meeting
- Organized EOC and EOC Cabinets
- Met with Essexville City Council regarding MEMAC
- Met with Dow Corning and Dow Chemical regarding upcoming 2008 Exercise
- Teleconference with Salamander to discuss FireTrax equipment and 2008 training
- Attended Special Region III Board Meeting
- Attended Region III Exercise Design Committee Meeting
- Conducted LEPC Meeting
- Prepared presentation for Bay County EPW
- Updated EOC Contact List
- Conducted Bay County EPW
- Toured Bay Regional Medical Center's new addition.
- Completed sections of the new Bay County Hazard Analysis
- Developed draft Bay County Debris pre-event contract
- Had EAG Certification Signed
- Continued development of IMT Tabletop exercise
- Attended 911 Tech Committee Meeting
- Updated Resource Directory

Health Educator Specific Activities:

- Ricoh Training at Health Department
- MRSA community information session at Alice & Jack Wirt Library
- Grant Writing Workshop in Alma, MI
- Project Connect Meeting
- R3HSPB EPW Planning Meeting
- Pilot Group Health Screenings
- Mid Michigan Wellness Foundation
- Staff Meeting
- Worksite Wellness Meeting Health Risk Assessment
- Worksite Wellness Meeting
- Assisted with the Project Connect Health Fair at the Bay County Community Center
- Provided Health Insurance Portability and Accountability Act (HIPAA) training for Division on Aging staff
- Gave Pandemic Influenza presentation at Bay-Arenac Community Living

December

Emergency Management Coordinator Specific Activities:

- District III Radio Test
- Developed Training and Exercise Schedule for 2008
- Entered Bay County EPW into NEXS
- Met with 911 regarding Warning and Communications Annexes of EAG
- Updated Warning and Communications Annexes of EAG
- Attended IMT Meeting
- Attended Regional Exercise and Design Committee Meeting
- Attended Regional Board Meeting
- Attended Regional Resource Inventory Meeting
- Evaluated two Lockdown Drills at the Bay Arenac Skills Center
- Met with Regional Staff regarding Exercise concepts
- Attended Fire Chiefs Association Meeting
- Met with GIS regarding EOC equipment needs during disaster response
- Updated EOC Contact list
- Conducted and attended 300 NIMS Course
- Scheduled 400 NIMS Course
- Attended County Directors Meeting
- Met with West Shore regarding Siren Systems
- Regional Exercise Design Committee Meeting
- Attended 911 Tech Committee Meeting
- Made operational the Emergency Notification System Portion of the Telecast System
- Made Operational the Emergency Services FireTrax equipment
- Installed FireTrax EOC access point
- Scheduled Spring Severe Weather Class

Health Educator Specific Activities:

- Incident Command System 300 Training

Acronyms:

NWS= National Weather Service

IMT= Incident Management Team

NIMS= National Incident Management System

PEM= Professional Emergency manger

CERT= Citizens Emergency response Team

DPW= Department of Public Works

EOC = Emergency Operations Center

EOP= Emergency Operations Plan

NEHC= Neighborhood Emergency Help Center

EAG= Emergency action Guidelines

MSP EMHSD = Michigan State Police Emergency Management & Homeland Security Division

MEMAC = Michigan Emergency Management Assistance Compact

ISD = Intermediate School District

LEPC = Local Emergency Planning Team

LPT = Local Planning Team

BRMC = Bay Regional Medical Center

MCA = Medical Control Authority

MEMS = Modular Emergency Medical System

MSP EMHSD = Michigan State Police Emergency Management & Homeland Security Division
 MEMAC = Michigan Emergency Management Assistance Compact
 ISD = Intermediate School District
 LEPC = Local Emergency Planning Team
 LPT = Local Planning Team
 MIHAN = Michigan Health Alert Network
 MDCH OPHP = Michigan Dept. of Community Health Office of Public Health Preparedness
 BTDN = Bioterrorism Defense Network
 DHS = Department of Human Services

Environmental Health

***These are Preliminary Numbers That Are Subject to Change**

FOOD SERVICE		WELL, SEPTIC, & MISC.	
Fixed Food Est. Inspections	155	Number of Parcels Evaluated	77
Mobile, Vending & STFU Inspections Temp. Food Est. Inspections	7	Number of On-Site Sewage Disposal Permits Issued	18
		Number of Alternative/Engineered Sewage Systems Approved	N/A
Follow Up Inspections	14	Number of Failed System Evaluations Conducted	10
Number of Plans Received for Review	3	Number of Complaints Regarding Sewage Investigated	2
Number of Plans Approved	2	Number of Well Permits Issued	13
Consumer Complaints Investigated	5	Number of Abandoned Wells Plugged	5
Food borne Illness Complaints Investigated	1	Number of FIA Related Inspections Completed (Day Cares, AFC Homes, Etc.)	7

- Robert Hill, Barbara MacGregor and Joel Strasz attended the Great Lakes Beach Association Annual Conference in Traverse City. Bay County participated with eleven other counties in providing feedback and suggestions following a successful completion of the Beach Act Sanitary Survey.
- Plans are being drawn up for an investigation of parcels along the Chip Road Bridge area adjacent to the Kawkawlin River. The Health Department has assisted the Michigan Department of Environmental Quality in processing samples taken in the months of October and November.
- Joel Strasz provided welcome remarks to the Southeast Michigan Environmental Health Association's Annual Meeting in December.

- All sanitarians attended the Michigan Environmental Health Association training day in Lansing in November.
- Joel Strasz provided testimony to the Michigan House Great Lakes and Environment Committee regarding federal funding for the BEACH Act.

Family Planning

Number of Unduplicated Persons Receiving Services in Family Planning Clinic
580
Number of Encounters in Family Planning Clinic
720

Immunizations

Vaccination Type	Number Administered
DTaP	12
Td	3
Tdap	12
Hib	17
Meningococcal Conjugate	11
HPV	30
Hib Hep B	1
Hep B (Pediatric)	8
Hep B (adult)	12
IPV Dose	6
MMR	14
MMRV	0
Varicella	16
Pneumococcal Conjugate (PCV7)	22
Pneumonia PPV 23	1
Hep A (Pediatric)	9
Hep A (Adult)	3
DTaP-Hep B-IPV	12
Hep A / Hep B	3
Rotavirus	8
Zostavax	12
Influenza	636
TB Testing	20
TOTAL	868

- The Bay County Health Department has again led its region in childhood immunization rates, as well as being in the top percentage of Health Dept jurisdictions across Michigan.
- Lisa Blackmer, RN has accepted the Immunization Nurse position and will begin in

January, 2008.

Laboratory

Number of Clients		Number of Tests	
October	370	October	567
November	251	November	385
December	NA	December	NA

Maternal Infant Health Program

Medicaid Outreach activities this quarter included enrolling pregnant women into Medicaid, referring families to the Department of Human Services (DHS), locating Medicaid providers, arranging for transportation to medical appointments, referring clients for immunizations, Plan First!, lead testing, dental and vision examinations and arranging for Childbirth Education Classes.

New referrals:	78
Maternal enrollees:	40
Infant enrollees:	22
Number of Childbirth Education enrollments:	32
Maternal screens Administered:	41
Number of clients assisted with Medicaid enrollment:	6

Women's Infants And Children's (WIC) Program

*December stats not available at time of report

	New	Recertified	Enrolled	Infant Eval	High Risk	Nutrition	Education	Domestic Violence	Lead	Eligible	Lead Checked	Domestic Violence Checked	Other
October	108	315	64	48	30	45	75	78	763	160	17	102	31
November	79	263	52	49	19	36	80	73	651	170	29	135	6
December	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL	187	578	116	97	49	81	155	151	1441	330	46	237	37

HOUSING

- In October our residents, members of their families and friends, lined up for flue and pneumonia shots when the flu clinic visited Center Ridge Arms.
- October was also the month we submitted our 2008 plan to HUD for approval.

- In November Representative Jeff Mayes stopped in to update our residents on the happenings in Lansing. They were very impressed with his knowledge of the issues, his friendliness and the fact that during the budget crunch, he took time to come and visit them.
- A new boiler was delivered in November. With the help of a crane, residents watched as it was hoisted to the roof for easier access to the “penthouse” where it is housed. It was connected in December with minimal disruption of water services to the residents.
- The annual inspection of our fire alarm system and sprinkler system was also conducted with no major problems noted.
- In November Christmas decorations were put up inside and out. To continue in the Christmas spirit, the annual light tour was arranged in cooperation with Bay Metro, carolers visited and we conducted our drawing for best balcony decoration.
- December is also the month Bay Animal Hospital does home visits for our residents. No home visit fee is charged and a reduced rate for other services is offered. The residents are very appreciative of this service.

Happy 2008!!

JUVENILE DETENTION

- Revised and Develop policies for suicide prevention and procedures; Vehicle, Food Handling, Intake and Admissions, and discharges.
- Attended the Michigan Juvenile Detention Association meeting in Mason MI, on 10/10/07.
- Attended Community Corrections Advisory Board Meetings on 10/17/07 and 12/19/07.
- Attended Tri-Cap Advisory Board Meeting 10/18/07.
- Administrative Supervisor Tom Lambert attended meeting regarding Rational Behavior Therapy in Ingham County on 10/17/07.
- Requested appointment to the Bay Area Human Services Collaborative Council.
- Developed new policies regarding part time shift selection.

- Implemented Metal Detector scans for visitors of the facility. Deputy Pat McIver from the Sheriff's Office provided training to staff on the use of the metal detector wands.
- Program Supervisor Nancy Fischer and Youth Development Worker Brian Miller provided staff training for Crisis Prevention Intervention on staff that needed re-certification.
- Staff received re-certification training on CPR from the Red Cross.
- Program Supervisor, Nancy Fischer and Director Juli Bollman met with Intermediate School District to revise classroom policies to ensure safety of youth, teachers and staff.

Community Corrections

- Bay County's End Year Report was submitted in October of 2007. The Community Corrections Coordinator and Supervisor attended a training hosted by the OCC in October 2007. The training was to inform CCAB managers and Residential Treatment Centers of changes in billing, and reporting practices.
- In October the Community Corrections Coordinator attended a jail overcrowding meeting. As a result of the meeting the Coordinator worked closely with the Pre-Trial Specialist and the Jail Administrator ensuring programs like the Pre-Trial Program and Sheriff's Work Program utilized to their greatest potential. The Coordinator also worked closely with Circuit Court Probation and area Treatment Centers to ensure any inmate that could be in treatment within funding guidelines was in a treatment facility, not housed in the Jail.
- By the end of the Quarter the Community Corrections Coordinator implemented a Zero Tolerance Program at the Bay County Sheriff's Office. By the end of December there were 11 enrollees. Having the enrollee's drug test at the Sheriff's Offices costs half of the amount of money it costs to have them test with the current vendor.

MSU EXTENSION

Michigan State University (MSU) Extension is an educational outreach unit of Michigan State University. While working in the community, non-traditional educational programs are provided to help families, whether in farm, rural, or urban settings, to survive. Education provided by MSU Extension extends beyond the brick-and-mortar assistance that may be of interest in other areas of community support.

The following programs are highlighted for this quarter. Many are accomplished in collaboration with other departments or organizations with MSU Extension taking leadership.

Agriculture and Natural Resources

- The Agriculture and Natural Resources Program in Bay and Arenac counties spent much of the fourth quarter gearing up to facilitate the upcoming winter educational meetings planned to increase the growers' knowledge in pesticides, the environment, marketing and financial management. The meetings that will happen this winter will also help economically by addressing pesticide issues dealing with how to minimize pest pressure with the least amount of spraying for the lowest cost. This will help to reduce the amount of pesticide that farmers spend and keep fewer chemicals from going in the environment.
- Efforts to establish a new farmers' market in downtown Bay City continue to develop. MSU Extension Bay County works toward applying for a USDA grant to support this effort and to expand food stamp promotion for area seniors.
- In the fourth quarter of 2007, the Master Gardener volunteer program continued to provide horticulture education to the county through hot line calls and answering questions taken through the office. The Master Gardener volunteer program also worked on developing new educational and project opportunities for area Master Gardeners and advertising for another 12-week Master Gardener core training planned in early 2008.
- Master Gardener volunteers logged 396 continuing horticultural education hours for 2007. Master Gardener volunteers choose to support a variety of projects in Bay County like high-profile planting projects at the I-75 MDOT rest stop at Linwood and the Veterans' Memorial monument in Bay City. There are digging-in-the-dirt gardening projects with youth groups and senior residents, along with educational events through science fairs, garden clubs, and other horticulture venues. In the third quarter, 39 active Master Gardener volunteers reported 1,940 hours of community service for 2007 in Bay County to support these projects.

Children, Youth, and Family Programs: Family Consumer Sciences, Family Nutrition Program, and Breast Feeding Initiative

- This quarter there were 41 home visits delivering the Building Strong Families parenting program. Held at the YWCA Family Enrichment Program, nine families received parenting education.
- There were 215 children, adults, and seniors that received nutrition education in the last quarter of 2007. These classes were held at different locations including the YWCA, Women's Shelter, Work First, Head Start, Red Cross, and in direct service by way of home visits.
- There were a total of 375 direct contacts through MSU Extension Bay County's breast feeding peer counselors through home visits, phone calls, and at the Bay County Health Department's WIC office.

- MSU Extension Bay County collaborated with the Bay County Buildings and Grounds Department to fund the purchase of two new baby changing stations in the Bay County Building in the third quarter. One station went up in the ladies' public restroom on ground floor and one on the third floor. MSU Extension and Bay County support breastfeeding mothers and their babies.
- A 36-hour Better Kid Care training was held with nine participants completing the training. There were a total of 141 daycare providers and pre-school teachers taught with Penn State Better Kid Care material, for a total of 278 educational unit hours.

Successful Futures

- Successful futures continued to provide referrals for clients to local agencies this last quarter through home visits, telephone contacts, or direct contacts at the Health Department and area hospital. In the fourth quarter, staff spoke to the Bay Area Substance Abuse Network regarding the high number of infants born in Bay County to mothers who have used substances during their pregnancy. In November, staff attended the Great Start, Great Parents conference, which addressed Fetal Alcohol Syndrome. Successful Futures is once again working with Bay Regional Medical Center in planning the annual community baby shower in April 2008. Staff also continues to partner with Red Cross and Do-All in educational opportunities for the community on safe sleep. This community collaboration also helps families in need obtain cribs.

Children, Youth, and Family Programs: 4-H Youth Programs

- The fourth quarter for 2007 has been full with events and planning meetings for future events. The 4-H program sustained an out-of-school program at the local Boys's and Girls Clubs. At the Pinconning location, a Chinese art exchange program was presented and an aerospace program is being developed. The art exchange program reviewed the geographics, culture, and history of China then asked children to compare art done by children in China to art done by children in the United States. Several pieces of art will have the opportunity to be sent to China for their children to review. The aerospace program will be completed after the beginning of the new year. At the Essexville Boy's and Girls Club 4-H staff worked on a financial literacy pilot program, that teaches youth the importance of spending and saving. "Needs" versus "wants" when making decisions about purchasing items was the primary focus.
- In early September the annual Soup Supper fundraiser was held, sponsored by the 4-H Advisory Council. Almost \$1,500 were raised to support the Bay County 4-H Program.
- Bay City Central High School held a Healthy Futures Fair in December in which several community partners collaborated to educate ninth grade students on being healthy, responsible young people. We focused on eating healthy and challenged

students to be aware of the amount of sugar they take in each day. About 370 students participated in the Healthy Futures Fair event.

- In the fourth quarter, 4-H staff worked on developing a second Winter Workshop scheduled in February 2008. This workshop is open to the public and will teach youth skills in the still-project area such as cake decorating, soap making, recycled projects, leather craft, and many more.
- The Bay County 4-H Livestock Association works toward planning for a rabbit show on March 29, 2008. This is the first rabbit show the group has ever put on. One of our teen leaders, Dana Dubay of Essexville, is the chair-person and holds responsibility for securing judges, choosing awards, and addressing the Association regarding the events budget information.

Economic and Community Development

- A Citizen Planner class is scheduled for the first quarter of 2008.
- Efforts continue toward making application to the state of Michigan for a "Community for a Lifetime" designation for Bay County. About 60 percent of data for the application had been gathered in the fourth quarter. Special consideration of senior's needs is being incorporated into the new county recreation plan.

MSU Extension Bay County, Bay County Emergency Services, and the East Shoreline Chapter of the American Red Cross collaborated to train a new Community Emergency Response Team (CERT) in Alcona County. Eighteen volunteers completed the training.

9-1-1

- Bay County Central Dispatch has been very busy with upgrades to our CAD system. CAD or computer aided dispatch truly is the backbone of a 9-1-1 system. We rely on it in so many ways and it can make a difference in saving a life. Our New World CAD system was a few versions behind until December 11th and December 12th. That was when our CAD software was updated. We are now on the latest version and we have sophisticated CAD mapping for wireless 9-1-1 calls. We now have CAD redundancy with our New World CAD System and that is extremely important. All of this was accomplished with planning, training and the Bay County Information Systems Staff. They worked very hard and they worked long hours. Our dispatchers are still working through the changes in addition to the normal call taking and dispatching duties. The new version is designed to assist dispatchers and make them more efficient. CAD mapping is one example. The wireless 9-1-1 call comes in and the caller's location can be displayed on a CAD map. In the past, the dispatcher had to type in the caller's latitude and longitude coordinates. That was time consuming and not always accurate. Our responders have to actually find the caller before they can assist them.

- Greg Lenon and Traci King successfully completed training in December and are now able to work alone. We will be testing in early January and are looking forward to hiring two new dispatchers. Our goal is a full staffing level in the dispatch center. This reduces overtime and more importantly fatigue.
- Ryan Gale and Jeffrey Whelton were recently promoted to Supervisor II. Their promotions now give us better supervision coverage on all four work teams. They are both very qualified and valued team members.
- The Whitefeather Tower transmitter is now operational. This has improved radio communication with responders in the northern part of Bay County. Pinconning Police Chief, Thomas Tober reported better coverage in his jurisdiction. They are now able to transmit and receive on their portable radios with us when the officers are inside buildings. That was not always the case and better communication is important with regard to officer safety and the well being of the individuals that call us for help.
- We have budgeted money in 2008 to complete the LEIN channel 4 transmitter. That transmitter will be located on the Whitefeather Tower. It will allow officers the ability to run their LEIN traffic in a more efficient manner. In the past, officers have actually had to call from their cell phones in some parts of northern Bay County to run their LEIN traffic. The new LEIN channel will make their jobs easier and safer.